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27 April 1961

TO: D/GC
D/GG
D/GL

FROM: Ch/G

SUBJECT: Change in the Duties of the Geographic Research Area Courier

In order to make more efficient use of the man-power available to the Geographic Research Area, it has been found necessary to reduce the special courier service presently available through the Geographic Research Area Courier. Under this change the Geographic Research Area will cease to have a special full time courier. It is recognized, however, that the GRA will continue to need some special courier service which may not be available from the regular courier system; such instances will be met, after justification as outlined below, by the Control Section of the Map Library Division, ORR. It is expected that the requests for special courier service to be supplied by the Control Section will be few and that they will not absorb a significant number of man-hours of the Control Section. In order to accomplish this objective the following action, to be effective 1 May 1961, is taken:

1. The courier position in the Office of the Chief, Geographic Research, is abolished.

2. The present Geographic Research Area Courier will be assigned new duties in the Control Section of the Map Library Division, ORR.

a. Only those needs of the GRA, based on the necessity to meet high priority requests and which require the movement of intelligence materials and equipment between office buildings appreciably faster than can be accomplished by the regular courier service, will be handled by the Control Section. Requests for Control Section Courier Service will be accepted only when it is clearly demonstrated that the Geographic Research Area will not otherwise be able to meet intelligence requests of the highest priority within the allotted deadline. The legitimacy of stated deadlines should be established in each case in so far as it is within GRA capabilities to be verified as real before use is made of the Control Section Courier.

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b. Each Division of the GRA will designate an officer, and an alternate, who will determine the legitimacy of any request for the services of the Control Section Courier. The responsible officer will call the Chief, Control Section to inform him of the nature of any authorized request and to give him the location of the material to be carried, the address of the intended recipient, and to give him any additional information necessary to enable him to carry out the request promptly.

c. The Chief of the Control Section will maintain a log of courier activities of the Control Section Courier. The identity of the requestor, the nature of the request including a statement as to what was carried, the points between which the service was rendered and the time involved will be included in the log. The log, complete with a summary, and any pertinent remarks will be forwarded to the Ch/G each month. The log will not be part of the regular monthly report.

d. The Control Section Courier is not to be used as a chauffeur.

3. The CIA Courier Service, [REDACTED] maintains a limited staff of special couriers who are cleared through Top Secret for the purpose of performing special courier duties. The GRA is to utilize this service whenever possible. If the CIA Courier Service cannot meet a GRA request, and if the requirements of 2. a. above are met, the Control Section Courier will then be called upon.

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4. All other requirements for courier service which do not qualify for special courier handling are to be met through the regular mail service; every effort will be made to utilize this service whenever possible.

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Ch/G/RR: [REDACTED]

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